

PART A INSTRUCTIONS FOR BROKERAGE NAME CHANGE

To change a brokerage name, please complete the following steps and submit a completed *Request for Brokerage Name Change* form to the Council with the required attachments.

Step 1: Obtain approval from the Council for the intended brokerage name change. You may use the *Request for Brokerage Name Approval Form* on the Council's website at www.recbc.ca or send a fax or email to the Council's licensing department requesting name approval.

Step 2: Register the name change with the Registrar of Companies. Please note if using a trade or franchise name, it must also be registered with the Registrar of Companies prior to the Council's records being amended.

Step 3: Complete this form and submit it, along with the required attachments, to the Council office.

Attached Please submit with this form:

- 1) A fee of \$30.00, payable to the Real Estate Council, for each office licence to be amended. (See www.recbc.ca for Credit Card Payment form)
- 2) The original brokerage licence certificate and any branch office licences for amendment. All licensed offices of the brokerage must have their licences amended in the case of a name change. Licence certificates of individual licensees engaged by the brokerage are not required to be amended.
- 3) A copy of the *Consent for Use of Name* from the franchisor if the brokerage will be affiliated with a franchise organization.

If any of the requirements, such as the original licence certificate, are not attached, please indicate when they will follow by mail.

PART B NAME CHANGE INFORMATION

Current brokerage name (including trade name if applicable)

Brokerage address

NEW name of brokerage (including trade name if applicable)

Effective date of name change

Name of applicant (*Managing Broker, Officer, Director or Partner*)

Signature

Title or position

Date

Mailing Address

Real Estate Council of British Columbia
900-750 West Pender Street | Vancouver, BC Canada | V6C 2T8

Enquiries

Tel: 604.683.9664 | Toll-free: 1.877.683.9664 | Fax: 604.683.9017
www.recbc.ca | lic@recbc.ca